

Airport Sponsors should update and validate all projects for their airport in the Project Request module of Partner Connect.

1. Sponsor Resources

- a. Your knowledge of the Airport. (You know your airport better than anyone!)
- b. The community's current and future use of the airport.
- c. Airport Layout Plan (ALP)
- d. FAA Advisory Circulars and Orders
- e. North Carolina State Airport System Plan
- f. North Carolina Airport Development Programs and Policies Guide
- g. NCDOT Division of Aviation staff
- h. Engineering Department or Consulting Engineer

2. Time line for review and submittal of projects by Airport Sponsor

- a. Partner Connect is available to update or submit project information at any time. The Division of Aviation requests that Airport Sponsors execute an update and review annually.
- b. CY2016 update and review deadline is May 30, 2016.

3. Review of existing projects

- a. Is the project still desired by the Airport Sponsor, if not select the "project no longer requested".
- b. Review and update Proposed Grant Description, Long Description, Engineer Estimates, Drawing/sketch
- c. Update Design status
- d. ALP

4. Add new Projects

- a. Enter Project information into Partner Connect
- b. Note Design Status
- c. Upload Attachments
 - i. Engineer Estimate
 - ii. Drawing/sketch
- d. ALP

5. Sponsors validation and initials

- a. Upload scanned sheet with signature of sponsor's board/commission/council's action validating project list
- b. Sponsors initials on individual projects

6. Guidelines for project entry and review (** indicated required field)

- a. General Data
 - i. **Project Request #****: The Partner Connect system will generate this number.
 - ii. **Airport ID****: The Partner Connect system will populate this field based on your log-in and airport selection.

- iii. **Local ID:** Entered by the Sponsor. Used if the Airport Sponsor has a local project identification that they would like associated with the project in Partner Connect. This field is optional
- iv. **SPOT ID:** Entered by the Division of Aviation if needed.
- v. **TIP SUB Number:** Entered by the Division of Aviation if needed.
- vi. **Project Description**:** Entered by the Sponsor.
 - 1. This will transition into the Grant Description.
 - 2. Number of Characters is currently held to approximately 150 with the first 40 being the most critical.
 - 3. Should clearly and concisely describe the work and location of the project
 - a. Example1: Land Acquisition (Parcel#) - Runway XX RPZ
 - b. Example2: Pavement Rehabilitation - Taxiways and Apron
- vii. **Detailed Project Description**:** Entered by the Sponsor.
 - 1. The long description defines the location, activities, justification and desired final outcome of the project in a clear and concise manner. It must contain enough information to give a person or group, not familiar with aviation, the ability to assess the reason and scope of the project.
 - 2. Should the project be selected for funding, this will serve as the basic information for the Board of Transportation forms.
 - 3. Cannot be changed by the NCDOT Airport Project Manager.
 - 4. Examples (not inclusive):
 - a. Generic: Preform this work located at this place to achieve this goal in order to enhance the safety/operations/capability/... of the airport.
 - b. Land Acquisition: Acquire the Doe property (parcel # or #s) located with-in the current Runway Protection Zone in order to clear existing obstruction and meet the FAA guidance on land use in the RPZ.
 - c. Acquire the Doe property (parcel # or #s) located in the future Runway Protection Zone beyond Rwy 00 in order to prepare for the Runway 00 extension to 4500'. This land acquisition will also benefit an ultimate planned runway extension to 5000'.
 - d. Acquire Avigation Easement on the Doe property (parcel # or #s) located within the Controlled Activity Area of the existing Runway Protection Zone in order to clear existing obstruction. Removal of these obstruction, consisting pine trees, will prevent the loss of FAA published Approaches for xxxxx and enhance the safety of both day and night operations.

b. **Categorization**

- i. **Project Category**:** Entered by the Sponsor.
 - 1. Mandatory entry by the sponsor and aligns with the system plan objectives.

2. Land is grouped to assist in selecting the proper subcategory.
3. The NCDOT Airport Project Manager can help manage this field as needed without affecting the Sponsor's Initials.
- ii. **Project Sub-Category 1**:** Entered by the Sponsor.
 1. Mandatory entry by the sponsor and aligns with the system plan objectives.
 2. The NCDOT Airport Project Manager can help manage this field as needed without affecting the Sponsor's Initials.
 3. For multiphase projects use Project Sub-Category 2/3 to best define each subsequent phase if submitted as separate stand-alone projects.
- iii. **Design Status:** Entered by the Sponsor.
 1. Options allow for the status of the progress of the design as well as funding.
 - a. Design complete/funding programmed
 - b. Design complete/grant issued/funded
 - c. Design complete/not funded
 - d. Design initiated/funding programmed
 - e. Design initiated/grant issued/funded
 - f. Design initiated/not funded
 - g. Design not grant eligible
 - h. Design not initiated/funding programmed
 - i. Design not initiated/grant issued/funded
 - j. Design not initiated/not funded
 - k. N/a
 - l. Unknown
 2. While not a mandatory field, very helpful for communicating status.
- iv. **Linked to Other Project Requests?:** Check Box. Entered by the Division of Aviation if needed
- v. **GA Development Priority:** Entered by the Sponsor.
 1. This will be used for all airports based on the Goals and Objectives listed in the new State System Plan.
 2. Priority will be divided into three groups
 - a. 1 – In Order to meet System Plan Goals and Objectives
 - b. 2 – Exceeds System Plan Goals and Objectives
 - c. Other – Still available and can be used for projects not defined in the system plan goals and objectives. I.e. Control Towers
 3. The NCDOT Airport Project Manager can help manage this field as needed without affecting the Sponsor's Initials.
- vi. **Is Project Needed to Meet Mandatory Items?:** Check Box.
 1. Sponsor controlled filter box
 2. The Mandatory Items are:
 - a. Current ALP (may have Project related to this)

- b. Approach Certification (May have Project related to this)
 - c. Current RFQ (on file)
 - d. Master Agreement (on file)
 - e. Rules and Regulations (on file)
 - f. Height Ordinance (on file)
 - g. Minimum Operating Standards (on file)
 - vii. **Required Land Controlled?:** Check Box.
 - 1. Sponsor controlled filter box
 - 2. The Exhibit A will be the source document for this field.
 - viii. **Request is on Approved ALP?:** Check Box.
 - 1. Sponsor controlled filter box
 - 2. Projects that involve a physical change to the airport facility or land must be shown on a current, conditionally approved ALP.
 - 3. Content may be managed by NCDOT Division of Aviation staff.
 - ix. **Sponsors Rank (1-99):** The sponsor's priority. While not directly used in the prioritization process, allows the NCDOT to rank order projects based on the sponsor's priority and communicate the community's priority to others.
 - x. **Goal:**
 - 1. Used to sort and categorize project for reporting purposed
 - a. Infrastructure Health
 - b. Mobility
 - c. Safety
 - 2. May be entered by the sponsor or NCDOT Division of Aviation staff
 - xi. **DOA Notes for Sponsors:** Entered by the Division of Aviation if needed.
 - 1. The Division of Aviation staff will enter comments about items that need to be address or general status of the review of the project request as needed.
 - 2. The Partner Connect system is now able to send out email messages notifying business partners that content has been added and saved.
 - 3. Review the comments and if any questions, please contact your NCDOT Division of Aviation Airport Project Manager.
- c. **Funding**
- i. **Requested Funding Year:** This is the year the airport desires the project to begin
 - 1. If the project is not anticipated to be needed or to start for more than 3~5 years, want the project to be in the system in case conditions change; then they should estimate a year outside the 5 year mark (2025 ~ 2030)
 - 2. Cannot be changed by the Airport Project Manager.
 - ii. **Local Funding Match Secured?:** Check Box.
 - 1. Entered by the Airport Sponsor
 - 2. States that the Airport Sponsor has the local match for this project already secured.

3. An unchecked box will not affect prioritization, but should a project be considered for funding, the NCDOT Division of Aviation staff will contact the Airport Sponsor to verify the local match can be met prior to moving forward with further consideration.
 - iii. **NPE Funding:** Check Box. Do you intend to use Federal Non-Primary Entitlement on this project?
 - iv. **Estimated Cost**:** Entered by the Sponsor.
 1. The total cost of the project.
 2. Don't worry about local match or in-kind match at this point,
 3. Should reasonably match up with the attached Engineer's Estimate
 4. Cannot be changed by the NCDOT Airport Project Manager.
 - v. **Total Cost:** tbd
- d. **Status**
 - i. **Project No Longer Requested:** Check Box.
 1. This is a filtering check box that the Sponsor, Consultant or Division of Aviation can check to remove the project from further prioritization consideration.
 2. If the box is checked, the Sponsor's Initials are removed.
 3. Reasons for the box being checked
 - a. Project selected or programmed for funding
 - b. The project is completed and no further eligible/reimbursable costs will be requested.
 - c. The project is no longer desired by the sponsor
 - ii. **Reviewed By DOA:** Check Box.
 1. The NCDOT Division of Aviation has reviewed the basic information of the project.
 - a. Filter box used by the NCDOT Division of Aviation staff during project request reviews
 - b. Not an inclusive acceptance of the request
 - c. Any questions or concerns about a project request the NCDOT Airport Project Manager has will be directed to the Sponsor through one or more of the following methods.
 - i. Notes to Sponsors
 - ii. Email
 - iii. Phone call.
 - iii. **Sponsor Approval Initials:**
 1. What it says.....
 - a. I CERTIFY THAT THE PROJECT REQUESTED IN THIS TIP SUBMISSION IS COMPLETE (INCLUDING ENGINEER'S ESTIMATES) HAVE BEEN REVIEWED BY THE GOVERNING BOARD OF THE SPONSOR RESPONSIBLE FOR FUNDING THE LOCAL SHARE OF THE PROJECT

AND THAT SAID BOARD HAS FORMALLY APPROVED THE
SUBMISSION OF THESE REQUESTS FOR STATE AID TO AIRPORTS
(AND THE STATE BLOCK GRANT PROGRAM WHERE APPLICABLE).

2. What it means....
 - a. The Sponsor verifies that they desire the project and want it to be included the prioritization process for eligible funding sources.
 - b. The entry is correct to the best of their knowledge
 - c. Once the initials are in place, no editing can take place by the consultant or the Sponsor unless the Sponsor removes the initials.
3. Whose initials....
 - a. The person responsible for signing grants or their designate.
Cannot be a consultant.

e. Manage Attachments

i. Engineer Estimate:

1. Completed by the Airport Sponsor using either their internal staff or a consulting engineer firm
2. Should be reasonable up to date.
3. The total cost estimate (including, engineering, administrative, legal, and appraisal costs, etc.) must show unit costs.
4. Projects being considered for Federal Discretionary Funding cannot include an amount for contingency.

ii. Sketch:

1. Shows the location of the project in a contrasting color.
2. If multiple projects are show in the same sketch, include a legend identifying each project by it partner connect project id number.
3. This sketch will be used to communicate the type and location of the project to various people and groups that may not have previous knowledge of the airport.
4. If select for funding consideration, this sketch will be used as part of the packet that goes to Board of Transportation for approval prior to programming.
5. Where Land Acquisition is desired, delineate the individual parcel(s).

iii. Other information as needed:

1. Each project is unique to the airport. Any additional information that will expand the background or objective of the project will assist the staff in evaluating the project.
2. Other information may include:
 - a. Other funding sources such as Golden Leaf or other economic development funding being sought for the project
 - b. Increased local share commitment

- c. Completed design information (will also help with the engineer's estimate)
- d. Completed appraisals or other work done toward project completion goal
- e. Reports evaluating or assessing infrastructure needs.
 - i. Pavement Report
 - ii. Terminal Building assessment
 - iii. Electrical system evaluations
 - iv. ALP/Exhibit A
 - v. Etc.

iv. Format:

- 1. Attachments may be uploaded in the following formats
 - a. PDF
 - b. MS Office programs
- 2. If you have a document in a different format, discuss with your NCDOT Airport Project Manager it insure they will be able to access the document.